

## § 301-76.101

(d) Provide the employee an opportunity to make a written agreement with the contractor to repay the delinquent amount.

### **§ 301-76.101 Who is responsible for ensuring that all due process and legal requirements have been met?**

You are responsible for ensuring that all requirements have been met.

### **§ 301-76.102 Can we collect undisputed delinquent amounts if we have not reimbursed the employee for amounts reimbursable under applicable travel regulations?**

No, you may only collect undisputed delinquent amounts after you have reimbursed the employee under the applicable travel regulations and in accordance with a proper travel claim. However, if the employee has not submitted a proper travel claim within the timeframe requirements of § 301-52.7 of this chapter, and there are no extenuating circumstances, you may collect the undisputed delinquent amounts.

### **§ 301-76.103 What is the maximum amount we may deduct from the employee's disposable pay?**

As set forth in Public Law 105-264, 112 Stat. 2350, October 19, 1998, the maximum amount you may deduct from the employee's disposable pay is 15 percent per pay period, unless the em-

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ployee consents in writing to deduction of a greater percentage.

### **APPENDIX A TO CHAPTER 301—PRESCRIBED MAXIMUM PER DIEM RATES FOR CONUS**

The maximum rates listed in this appendix are prescribed under part 301-11 of this chapter for reimbursement of per diem expenses incurred during official travel within CONUS (the continental United States). The amount shown in column (a) is the maximum that will be reimbursed for lodging expenses excluding taxes. The M&IE rate shown in column (b) is a fixed amount allowed for meals and incidental expenses covered by per diem. The per diem payment calculated in accordance with part 301-11 of this chapter for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown in column (c). Seasonal rates apply during the periods indicated. It is the policy of the Government, as reflected in the Hotel Motel Fire Safety Act of 1990 (Public Law 101-391, September 25, 1990 as amended by Public Law 105-85, November 18, 1997), referred to as "the Act" in this paragraph, to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act's goals, employees are encouraged to stay in a facility which is fire-safe, i.e., an approved accommodation, when commercial lodging is required. Lodgings that meet the Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

## Temp. Duty Travel Allowances

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Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate <sup>4</sup> (c)
Key city <sup>1</sup>	County and/or other defined location <sup>2, 3</sup>				

CONUS, Standard rate:		\$55	\$30	\$85
(Applies to all locations within CONUS not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, for certain relocation subsistence allowances. See parts 302-2, 302-4, and 302-5 of this subtitle.)				
ALABAMA				
Birmingham	Jefferson	59	38	97
Gulf Shores	Baldwin	99	34	133
Huntsville	Madison	58	38	96
Montgomery	Montgomery	61	38	99
ARIZONA				
Casa Grande	Pinal			
(January 1-April 30)		80	34	114
(May 1-December 31)		55	34	89
Chinle	Apache			
(May 1-October 31)		86	34	120
(November 1-April 30)		56	34	90
Flagstaff	All points in Coconino County not covered under Grand Canyon per diem area			
(April 1-October 31)		67	34	101
(November 1-March 31)		55	34	89
Grand Canyon	All points in the Grand Canyon National Park	106	42	148

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	and Kaibab National Forest within Coconino County			
Kayenta	Navajo			
(April 1-October 15)		98	30	128
(October 16-March 31)		65	30	95
Phoenix/Scottsdale	Maricopa			
(January 1-April 15)		107	42	149
(April 16-September 30)		59	42	101
(October 1-December 31)		79	42	121
Tucson	Pima County; Davis-Monthan AFB			
(January 1-April 15)		80	38	118
(April 16-December 31)		58	38	96
Yuma	Yuma	58	34	92
ARKANSAS				
Little Rock	Pulaski	61	34	95
CALIFORNIA				
Bridgeport	City limits of Bridgeport (see Mammoth Lakes/Mono County)	79	42	121
Contra Costa County	Contra Costa County	79	42	121
Death Valley	Inyo	85	46	131
Kern County	Kern County	68	38	106
Los Angeles	Los Angeles; Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordnance Test Station, China Lake (See Santa Monica.)	99	46	145
Madera	Madera (except Oakhurst)	60	34	94
Mammoth Lakes	Mono (except Bridgeport)	70	46	116
Marin County	Marin County	79	42	121
Merced	Merced	64	38	102
Modesto	Stanislaus	57	34	91
Monterey	Monterey			
(June 1-October 31)		99	42	141
(November 1-May 31)		74	42	116
Napa	Napa	100	42	142
Oakhurst	City limits of Oakhurst (except Madera)	80	38	118
Oakland	Alameda	111	38	149
Ontario/Barstow/Victorville	San Bernardino	64	38	102
Palm Springs	Riverside			
(January 1-May 31)		89	42	131
(June 1-December 31)		55	42	97
Point Arena/Gualala	Mendocino	109	38	147
Redding	Shasta	59	38	97
Sacramento	Sacramento	79	42	121
Salono County	Salono County	79	42	121
San Diego	San Diego	96	46	142
San Francisco	San Francisco	139	46	185
San Luis Obispo	San Luis Obispo			
(June 1-September 30)		79	38	117

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Key city <sup>1</sup>	County and/or other defined location <sup>2, 3</sup>				

(October 1-May 31)		69	38	107
San Mateo/Redwood City	San Mateo	99	42	141
Santa Barbara	Santa Barbara	99	38	137
Santa Cruz	Santa Cruz			
(June 1-September 30)		99	42	141
(October 1-May 31)		68	42	110
Santa Rosa	Sonoma	65	42	107
Santa Monica	City limits of Santa Monica (see Los Angeles)			
(June 1-September 30)		110	38	148
(October 1-May 31)		99	38	137
South Lake Tahoe	El Dorado (see also Stateline, NV)	108	42	150
Sunnyvale/Palo Alto/San Jose	Santa Clara	125	46	171
Tahoe City	Placer	128	42	170
Truckee	Nevada	69	42	111
Visalia	Tulare	58	38	96
West Sacramento	Yolo	64	30	94
Yosemite National Park	Mariposa			
(May 1-October 31)		100	46	146
(November 1-April 30)		76	46	122
COLORADO				
Aspen	Pitkin			
(January 1-March 31)		163	46	209
(April 1-May 31)		68	46	114
(June 1-December 31)		140	46	186
Boulder	Boulder			
(May 1-October 15)		90	42	132
(October 16-April 30)		79	42	121
Colorado Springs	El Paso			
(May 15-September 14)		73	38	111
(September 15-May 14)		59	38	97
Cortez	Montezuma	64	34	98
Crested Butte	City limits of Crested Butte (see Gunnison)	95	42	137
Denver	Denver, Adams, and Arapahoe	83	42	125
Durango	La Plata			
(June 1-October 31)		95	38	133
(November 1-May 31)		61	38	99
Fort Collins	Larimer (except Loveland)	59	34	93
Gunnison	Gunnison (except Crested Butte)			
(June 15-September 30)		69	34	103
(October 1-June 14)		60	34	94
Jefferson County	Jefferson County	69	34	103
Loveland	City limits of Loveland (see Larimer County)	69	30	99
Montrose	Montrose	59	34	93
Pueblo	Pueblo			
(June 1-September 30)		75	34	109
(October 1-May 31)		58	34	92
Silverthorne/Keystone	Summit			
(December 1-April 1)		170	38	208
(April 2-November 30)		130	38	168

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Key city <sup>1</sup>					
County and/or other defined location <sup>2, 3</sup>					

Steamboat Springs	Routt			
(December 1-March 31)		77	38	115
(April 1-November 30)		55	38	93
Telluride	San Miguel			
(November 1-March 31)		147	46	193
(April 1-October 31)		90	46	136
Trinidad	Las Animas			
(June 1-September 30)		62	30	92
(October 1-May 31)		55	30	85
Vail	Eagle			
(December 1-March 31)		183	46	229
(April 1-November 30)		106	46	152
CONNECTICUT				
Bridgeport	City limits of Bridgeport (see Fairfield County)	77	34	111
Danbury	Fairfield (except Bridgeport)	77	38	115
Groton	New London (except city limits of New London)			
(May 1-October 31)		97	30	127
(November 1-April 30)		74	30	104
Hartford	Hartford	91	42	133
Lakeville	Litchfield (except Salisbury)	85	38	123
New Haven	New Haven	77	38	115
New London	City limits of New London (see New London County)	93	34	127
Putnam/Danielson	Windham	56	30	86
Salisbury	City limits of Salisbury (see Litchfield County)	95	46	141
DELAWARE				
Dover	Kent	64	34	98
Lewes	Sussex			
(June 1-August 31)		73	42	115
(September 1-May 31)		55	42	97
Wilmington	New Castle	99	34	133
DISTRICT OF COLUMBIA				
Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland). (See also Maryland and Virginia.)		118	46	164
FLORIDA				
Altamonte Springs	Seminole	77	38	115
Bradenton	Manatee			
(January 1-May 15)		69	34	103
(May 16-December 31)		55	34	89
Cocoa Beach	Brevard	77	34	111

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Daytona Beach	Volusia			
(February 1-August 31)		67	38	105
(September 1-January 31)		59	38	97
Fort Lauderdale	Broward			
(December 15-April 30)		89	42	131
(May 1-December 14)		65	42	107
Fort Myers	Lee			
(January 1-April 30)		70	42	112
(May 1-December 31)		55	42	97
Fort Pierce	Saint Lucie			
(December 15-April 15)		61	46	107
(April 16-December 14)		55	46	101
Fort Walton Beach	Okaloosa			
		80	38	118
Gainesville	Alachua			
		61	34	95
Gulf Breeze	Santa Rosa			
(May 1-September 30)		115	38	153
(October 1-April 30)		55	38	93
Jacksonville/Mayport	Duval County Naval Station			
		65	34	99
Key West	Monroe			
(December 15-April 30)		139	46	185
(May 1-December 14)		98	46	144
Kissimmee	Osceola			
		60	34	94
Lakeland	Polk			
(January 1-April 30)		71	34	105
(May 1-December 31)		61	34	95
Miami	Dade			
(January 1-April 15)		89	42	131
(April 16-December 31)		75	42	117
Naples	Collier			
(December 15-April 30)		94	38	132
(May 1-December 14)		55	38	93
Orlando	Orange			
		77	42	119
Palm Beach (also the cities of Boco Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Shores, Singer Island and West Palm Beach)	Palm Beach			
(December 15-April 30)		103	46	149
(May 1-December 14)		69	46	115
Panama City	Bay			
(March 1-August 31)		74	38	112
(September 1-February 29)		64	38	102
Punta Gorda	Charlotte			
(February 1-April 15)		65	38	103
(April 16-January 31)		55	38	93
St. Augustine	St. Johns			
(February 1-August 31)		63	38	101
(September 1-January 31)		56	38	94
Sarasota	Sarasota			
(December 15-April 30)		79	38	117

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(May 1-December 14)		55	38	93
Stuart	Martin	57	38	95
Tallahassee	Leon	65	34	99
Tampa/St. Petersburg	Pinellas and Hillsborough			
(January 1-April 30)		105	38	143
(May 1-December 31)		86	38	124
Vero Beach	Indian River			
(January 15-April 15)		67	38	105
(April 16-January 14))		55	38	93
GEORGIA				
Albany	Dougherty	57	34	91
Athens	Clarke	69	34	103
Atlanta	Fulton and Gwinnett	93	38	131
Clayton County	Clayton County	64	30	94
Cobb County	Cobb County	78	34	112
Columbus	Muscogee	56	34	90
Conyers	Rockdale	59	34	93
DeKalb County	DeKalb County	78	34	112
Savannah	Chatham	63	38	101
IDAHO				
Boise	Ada	61	38	99
Coeur d'Alene	Kootenai	56	34	90
Ketchum	Blaine (except Sun Valley)	74	42	116
McCall	Valley	58	38	96
Stanley	Custer			
(June 1-September 30)		65	38	103
(October 1-May 31)		55	38	93
Sun Valley	City limits of Sun Valley (see Blaine County)			
(June 1-September 30)		174	42	216
(October 1-May 31)		89	42	131
ILLINOIS				
Aurora	Kane (except Elgin)	76	30	106
Champaign/Urbana	Champaign	56	34	90
Chicago	Cook and Lake	130	46	176
Du Page County	Du Page County	89	38	127
Elgin	City limits of Elgin (see Kane County)	60	30	90
INDIANA				
Anderson	Madison			
(April 1-September 30)		72	30	102
(October 1-March 31)		59	30	89
Carmel	Hamilton	65	38	103
Indianapolis	Marion County; Fort Benjamin Harrison	65	42	107
Lafayette	Tippecanoe	62	30	92
Michigan City	La Porte	65	34	99
Muncie	Delaware	59	34	93
Nashville	Brown	65	38	103

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South Bend	St. Joseph	58	34	92
Valparaiso/Burlington Beach	Porter	69	34	103
IOWA				
Cedar Rapids	Linn	56	34	90
Des Moines	Polk	67	34	101
KANSAS				
Kansas City/Overland Park	Wyandotte and Johnson	85	38	123
Wichita	Sedgwick	58	38	96
KENTUCKY				
Covington	Kenton	80	38	118
Louisville	Jefferson	63	38	101
LOUISIANA				
Baton Rouge	East Baton Rouge Parish	65	38	103
Gonzales	Ascension Parish	59	34	93
Lake Charles	Calcasieu Parish	74	34	108
New Orleans/Plaquemine/St. Bernard	Orleans, Iberville, Jefferson Parish and St. Bernard	88	42	130
Shreveport	Caddo	60	38	98
St. Francisville	West Feliciana	75	38	113
MAINE				
Bangor	Penobscot	56	30	86
Bar Harbor	Hancock			
(July 1-September 15)		104	38	142
(September 16-June 30)		75	38	113
Bath	Sagadahoc			
(May 1-October 31)		61	34	95
(November 1-April 30)		55	34	89
Kennebunk	York	62	38	100
Kittery	Portsmouth Naval Shipyard (see York County)			
(May 1-October 31)		70	34	104
(November 1-April 30)		55	34	89
Portland	Cumberland			
(July 1-October 31)		80	38	118
(November 1-June 30)		70	38	108
Rockport	Knox	87	42	129
Wiscasset	Lincoln	59	38	97
MARYLAND				
(For the counties of Montgomery and Prince George's, see District of Columbia.)				
Annapolis	Anne Arundel	90	42	132
Baltimore	Baltimore	110	42	152
Columbia	Howard	109	42	151
Grasonville	Queen Annes	63	38	101



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Hagerstown	Washington	56	34	90
Harford County	Harford County	104	38	142
Lexington Park/ Leonardtown/Lusby	St. Marys and Calvert	66	34	100
Ocean City	Worcester			
(June 1-September 15)		129	46	175
(September 16-May 31)		55	46	101
St. Michaels	Talbot	100	42	142
MASSACHUSETTS				
Andover	Essex	109	38	147
Boston	Suffolk	192	46	238
Cambridge	Middlesex County (except Lowell)	192	46	238
Falmouth	City limits of Falmouth			
(June 1-October 10)		105	38	143
(October 11-May 31)		70	38	108
Hyannis	Barnstable			
(July 1-September 30)		94	38	132
(October 1-June 30)		65	38	103
Lowell	City limits of Lowell (except Cambridge, see Middlesex County)	99	34	133
Martha's Vineyard	Dukes			
(June 1-September 30)		160	46	206
(October 1-May 31)		75	46	121
Nantucket	Nantucket	90	46	136
New Bedford	City limits of New Bedford (see Bristol County)	65	34	99
Northampton	Hampshire	70	34	104
Pittsfield	Berkshire	59	38	97
Plymouth	Plymouth			
(June 1-October 31)		98	34	132
(November 1-May 31)		56	34	90
Quincy	Norfolk	74	38	112
Springfield	Hampden	67	34	101
Taunton	Bristol (except New Bedford)	64	30	94
Worcester	Worcester	89	34	123
MICHIGAN				
Ann Arbor	Washtenaw	67	38	105
Auburn	Bay (except Auburn Hills, see Oakland and City limits of Auburn Hills)	59	38	97
Charlevoix	Charlevoix			
(July 1-September 30)		125	38	163
(October 1-June 30)		55	38	93
Detroit	Wayne	109	46	155
East Lansing	City limits of East Lansing (see Ingham County)	75	38	113
Frankenmuth	Saginaw			
(June 1-October 15)		69	34	103
(October 16-May 31)		55	34	89

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Frankfort	Benzie			
(June 1-September 30)		62	34	96
(October 1-May 31)		55	34	89
Gaylord	Otsego	68	38	106
Grand Rapids	Kent	60	34	94
Grayling	Crawford			
(June 1-September 30)		69	34	103
(October 1-May 31)		55	34	89
Holland	Ottawa			
(May 1-September 30)		79	34	113
(October 1-April 30)		59	34	93
Lansing	Ingham (except East Lansing)	61	34	95
Leland	Leelanau			
(June 1-September 30)		75	34	109
(October 1-May 31)		60	34	94
Mackinac Island	Mackinac			
(June 1-August 31)		165	46	211
(September 1-May 31)		130	46	176
Manistee	Manistee			
(June 1-September 15)		62	30	92
(September 16-May 31)		55	30	85
Midland	Midland	59	34	93
Mount Pleasant	Isabella	60	34	94
Muskegon	Muskegon	60	30	90
Ontonagon	Ontonagon	65	30	95
Petoskey	Emmet	60	38	98
Pontiac/Troy/Auburn Hills	Oakland and City limits of Auburn Hills (see Bay County)	93	38	131
Sault Ste Marie	Chippewa	60	34	94
South Haven	Van Buren	76	34	110
Traverse City	Grand Traverse			
(June 1-September 30)		110	42	152
(October 1-May 31)		60	42	102
Warren	Macomb	83	34	117
MINNESOTA				
Anoka County	Anoka County	68	34	102
Dakota County	Dakota County	75	34	109
Duluth	St. Louis	56	42	98
Minneapolis/St. Paul	Hennepin County and Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), Rosemount, and Ramsey County	91	46	137
Rochester	Olmsted	72	34	106
MISSISSIPPI				
Bay St. Louis	Hancock			
(May 1-September 30)		72	38	110
(October 1-April 30)		65	38	103
Biloxi	City limits of Biloxi (see Harrison County)	72	38	110
Gulfport	Harrison (except Biloxi)			

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(May 1-September 30)		75	34	109
(October 1-April 30)		60	34	94
Jackson	Hinds	60	34	94
Robinsonville	Tunica	60	34	94
MISSOURI				
Branson	Taney	60	34	94
Kansas City/Clay County	Jackson and Clay County	85	42	127
Platte County	Platte County	65	34	99
Springfield	Greene	59	30	89
St. Louis	St. Louis and St. Charles	69	46	115
MONTANA				
Big Sky	Gallatin (except West Yellowstone Park)	120	46	166
West Yellowstone Park	City limits of West Yellowstone Park (see Gallatin County)			
(June 1-September 30)		80	34	114
(October 1-May 31)		55	34	89
NEBRASKA				
Omaha	Douglas	63	38	101
NEVADA				
Incline Village	All points in the Northern Lake Tahoe area within Washoe County			
(June 1-September 30)		94	38	132
(October 1-May 31)		74	38	112
Las Vegas	Clark County; Nellis AFB	72	38	110
Stateline	Douglas (see also South Lake Tahoe, CA)	108	42	150
NEW HAMPSHIRE				
Concord	Merrimack			
(May 1-October 31)		68	34	102
(November 1-April 30)		58	34	92
Conway	Carroll			
(June 1-September 30)		89	38	127
(October 1-May 31)		55	38	93
Durham	Strafford	71	30	101
Hanover/Sullivan County	Grafton and Sullivan County	96	42	138
Laconia	Belknap	75	34	109
Manchester	Hillsborough	72	34	106
Newington	Rockingham County; Pease AFB (except Portsmouth)			
(June 1-October 31)		79	42	121
(November 1-May 31)		55	42	97
Portsmouth	City limits of Portsmouth (see Rockingham County)	81	42	123
NEW JERSEY				
Atlantic City	Atlantic			

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(June 1–November 30)		100	42	142
(December 1–May 31)		89	42	131
Cape May	Cape May (except Ocean City)			
(June 1–September 30)		132	42	174
(October 1–May 31)		80	42	122
Cherry Hill/Camden/Moorestown	Camden/ Burlington	74	42	116
Eatontown	Monmouth County; Fort Monmouth	84	38	122
Flemington	Hunterdon	80	34	114
Freehold	City limits of Freehold			
(May 1–August 31)		80	34	114
(September 1–April 30)		70	34	104
Newark	Essex, Bergen, Hudson and Passiac	99	42	141
Ocean City	City limits of Ocean City (see Cape May County)			
(June 15–September 15)		215	38	253
(September 16–June 14)		80	38	118
Parisippany/Picatinney Arsenal/Dover	Morris County	114	38	152
Piscataway/Bellemead	Somerset and Middlesex	129	38	167
Princeton	Princeton (see Mercer County)	169	42	211
Tom's River	Ocean			
(June 1–September 15)		72	38	110
(September 16–May 31)		65	38	103
Trenton	Mercer (except Princeton)	84	38	122
Union County	Union County	125	38	163
NEW MEXICO				
Albuquerque	Bernalillo	60	38	98
Los Alamos	Los Alamos	71	34	105
Santa Fe	Santa Fe	90	46	136
Taos	Taos	75	34	109
NEW YORK				
Albany	Albany	74	42	116
The Bronx/Brooklyn/Queens	The boroughs of The Bronx, Brooklyn and Queens	170	46	216
Buffalo	Erie	78	42	120
Glens Falls	Warren			
(June 1–September 30)		74	34	108
(October 1–May 31)		55	34	89
Ithaca	Tompkins	56	34	90
Kingston	Ulster	79	38	117
Lake Placid	Essex			
(June 1–October 31)		79	38	117
(November 1–May 31)		58	38	96
Manhattan	Manhattan	198	46	244
Nassau County/Great Neck	Nassau County	190	42	232
Niagara Falls	Niagara			
(June 1–September 15)		89	34	123

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate <sup>4</sup> (c)
Key city <sup>1</sup>	County and/or other defined location <sup>2, 3</sup>				

(September 16-May 31)		65	34	99
Nyack/Palisades	Rockland	62	38	100
Owego	Tioga	76	30	106
Poughkeepsie	Dutchess	74	38	112
Rochester	Monroe	58	42	100
Saratoga Springs	Saratoga			
(June 15-October 31)		95	38	133
(November 1-June 14)		56	38	94
Staten Island	Richmond	94	42	136
Suffolk County	Suffolk County	149	38	187
Syracuse	Onondaga	70	34	104
Tarrytown	Westchester (except White Plains)	114	42	156
Waterloo/Romulus	Seneca			
(April 1-November 1)		89	34	123
(November 2-March 31)		65	34	99
Watkins Glen	Schuyler			
(May 1-October 31)		89	34	123
(November 1-April 30)		69	34	103
West Point	Orange	121	34	155
White Plains	City limits of White Plains (see Westchester County)	165	42	207
NORTH CAROLINA				
Atlantic Beach	City limits of Atlantic Beach			
(May 1-September 30)		64	30	94
(October 1-April 30)		55	30	85
Chapel Hill	Orange	77	38	115
Charlotte	Mecklenburg	71	38	109
Fayetteville	Cumberland	60	34	94
Greensboro	Guilford	63	38	101
Kill Devil	Dare			
(May 1-September 30)		114	38	152
(March 1-April 30)		55	38	93
(October 1-February 29)		75	38	113
New Bern	Craven	60	34	94
Raleigh	Wake	74	38	112
Research Triangle Park/Durham	Durham	85	42	127
Wilmington	New Hanover	56	34	90
Winston-Salem	Forsyth	64	38	102
NORTH DAKOTA (See footnote 5)				
OHIO				
Akron	Summit	72	38	110
Cambridge	Guemsey	60	34	94
Cincinnati	Hamilton and Warren	69	46	115
Cleveland	Cuyahoga	86	42	128
Columbus	Franklin	75	38	113
Fairborn	Greene	66	34	100
Geneva/Hamilton	Ashtabula/Butler	58	34	92

# Temp. Duty Travel Allowances

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Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate <sup>4</sup> (c)
Key city <sup>1</sup>					
County and/or other defined location <sup>2, 3</sup>					

Port Clinton/Oak Harbor	Ottawa			
(June 1-September 5)		80	34	114
(September 6-March 15)		62	34	96
(March 16-May 31)		55	34	89
Sandusky	Erie			
(May 1-September 30)		83	38	121
(October 1-April 30)		55	38	93
OKLAHOMA				
Oklahoma City	Oklahoma	65	38	103
OREGON				
Ashland	Jackson	59	42	101
Beaverton	Washington	64	38	102
Bend	Deschutes	59	38	97
Clackamas	Clackamas	66	34	100
Crater Lake	Klamath	74	38	112
Eugene	Lane (except Florence)	64	38	102
Florence	City limits of Florence (see Lane County)	80	34	114
Gold Beach	Curry	58	34	92
Lincoln City/Newport	Lincoln	65	34	99
Portland	Multnomah	77	38	115
Salem	Marion	56	34	90
Seaside	Clatsop			
(July 1-September 7)		79	34	113
(September 8-June 30)		59	34	93
PENNSYLVANIA				
Allentown	Lehigh	59	38	97
Chester/Radnor/Essington	Delaware (except Wayne)	75	34	109
Easton	Northampton	59	34	93
Erie	Erie			
(May 1-September 30)		65	30	95
(October 1-April 30)		55	30	85
Gettysburg	Adams			
(May 1-October 31)		75	34	109
(November 1-April 30)		55	34	89
Harrisburg	Dauphin (except Hershey)	61	42	103
Hershey	City limits of Hershey (see Dauphin County)			
(June 1-September 15)		125	42	167
(September 16-May 31)		55	42	97
King of Prussia/Ft. Washington/Bala Cynwyd	Montgomery	84	42	126
Lancaster	Lancaster			
(June 1-November 30)		69	38	107
(December 1-May 31)		60	38	98
Malvern/Downington/Valley Forge	Chester	79	38	117
Mechanicsburg	Cumberland	74	34	108
Philadelphia	Philadelphia	118	46	164
Pittsburgh	Allegheny	79	46	125

Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate <sup>4</sup> (c)
Key city <sup>1</sup> County and/or other defined location <sup>2, 3</sup>					

Reading	Berks	75	38	113
Scranton	Lackawanna	60	30	90
Warminster	Bucks County; Naval Air Development Center	75	42	117
Wayne	City limits of Wayne (see also Delaware County)	100	42	142
RHODE ISLAND				
Block Island	Block Island only	94	42	136
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	69	38	107
Newport	Newport			
(May 1-September 30)		111	42	153
(October 1-April 30)		77	42	119
North Kingstown	Washington (except Block Island)			
(May 15-October 15)		89	30	119
(October 16-May 14)		69	30	99
Providence	Providence	79	42	121
SOUTH CAROLINA				
Aiken	Aiken	65	30	95
Charleston/Berkeley	Charleston and Berkeley	99	42	141
Greenville	Greenville	62	38	100
Hilton Head	Beaufort			
(March 15-September 5)		77	42	119
(September 6-March 14)		59	42	101
Myrtle Beach	Horry County; Myrtle Beach AFB			
(May 1-September 15)		102	42	144
(September 16-April 30)		60	42	102
SOUTH DAKOTA				
Custer	Custer	59	34	93
Hot Springs	Fall River			
(June 1-September 15)		85	30	115
(September 16-May 31)		55	30	85
Rapid City	Pennington			
(May 1-September 30)		89	34	123
(October 1-April 30)		65	34	99
TENNESSEE				
Alcoa	Blount (except Townsend)	59	30	89
Gatlinburg	Sevier			
(May 1-October 31)		80	38	118
(November 1-April 30)		65	38	103
Memphis	Shelby	70	38	108
Murfreesboro	Rutherford	57	30	87
Nashville	Davidson	72	42	114
Townsend	City limits of Townsend (see Blount County)	63	34	97
Williamson County	Williamson County	57	30	87
TEXAS				

# Temp. Duty Travel Allowances

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Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate <sup>4</sup> (c)
Key city <sup>1</sup>	County and/or other defined location <sup>2, 3</sup>				

Arlington	Tarrant	77	34	111
Austin	Travis	80	38	118
Bryan	Brazos (except College Station)	58	30	88
College Station	City limits of College Station (see Brazos)	77	34	111
Corpus Christi	Nueces	59	38	97
Dallas	Dallas	89	46	135
El Paso	El Paso	78	38	116
Fort Davis	Jeff Davis	65	30	95
Fort Worth	City limits of Fort Worth	94	38	132
Galveston	Galveston	76	42	118
Houston	Harris County; L.B. Johnson Space Center and Ellington AFB.	72	42	114
Killeen	Bell	59	30	89
McAllen	Hidalgo	70	34	104
Plano	Collin	57	34	91
San Antonio	Bexar	91	42	133
South Padre Island	Cameron	70	38	108
UTAH				
Bullfrog	Garfield			
(April 1-October 31)		104	30	134
(November 1-March 31)		73	30	103
Cedar City	Iron			
(June 1-September 30)		71	34	105
(October 1-May 31)		59	34	93
Moab	Grand			
(March 1-October 31)		75	34	109
(November 1-February 29)		55	34	89
Ogden/Layton/Davis	Weber and Davis	69	34	103
Park City	Summit			
(December 20-March 31)		145	46	191
(April 1-December 19)		75	46	121
Provo	Utah	60	38	98
Salt Lake City	Salt Lake and Dugway Proving Ground and Tooele Army Depot	75	42	117
VERMONT				
Burlington/St. Albans	Chittenden and Franklin	82	38	120
Manchester	Bennington	95	42	137
Middlebury	Addison	78	38	116
Montpelier	Washington	60	30	90
White River Junction	Windsor			
(September 15-October 31)		69	34	103
(November 1-September 14)		55	34	89
VIRGINIA				
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of				



Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate <sup>4</sup> (c)
Key city <sup>1</sup> County and/or other defined location <sup>2, 3</sup>					

Columbia.)				
Charlottesville*		66	42	108
Lynchburg*		64	38	102
Manassas	Prince William County(except Woodbridge)	62	34	96
Richmond*	Chesterfield and Henrico Counties, also Defense Supply Center	77	38	115
Roanoke*		59	34	93
Virginia Beach*	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)*			
(April 1-October 31)		109	38	147
(November 1-March 31)		55	38	93
Wallops Island	Accomack			
(June 1-September 30)		89	34	123
(October 1-May 31)		69	34	103
Williamsburg*	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*			
(April 1-October 31)		99	38	137
(November 1-March 31)		59	38	97
Wintergreen	Nelson			
(June 1-October 31)		110	46	156
(November 1-May 31)		95	46	141
Woodbridge	City limits of Woodbridge	69	38	107
*Denotes independent cities.				
WASHINGTON				
Anacortes	Skagit and Island	74	38	112
Bremerton	Kitsap	61	34	95
Everett	Snohomish (except Lynnwood)	59	38	97
Friday Harbor	San Juan			
(May 1-September 30)		82	42	124
(October 1-April 30)		64	42	106
Lynnwood	City limits of Lynnwood (see Snohomish County)	79	34	113
Ocean Shores	Grays Harbor			
(April 1-September 30)		82	38	120
(October 1-March 31)		55	38	93
Olympia/Tumwater	Thurston	58	38	96
Port Angeles	City limits of Port Angeles (see Clallam County)	65	38	103
Port Townsend	Jefferson	65	34	99
Seattle	King	104	46	150
Sequim	Clallam (except Port Angeles)	59	34	93
Spokane	Spokane	60	38	98
WEST VIRGINIA				
Berkeley Springs	Morgan	69	34	103
Charleston	Kanawha	82	38	120
Morgantown	Monongalia	64	34	98
Shepherdstown	Jefferson	65	38	103

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Per diem locality:	Maximum lodging amount (room rate only—no taxes) (a)	+	M&IE rate (b)	=	Maximum per diem rate <sup>4</sup> (c)
Key city <sup>1</sup>					
County and/or other defined location <sup>2, 3</sup>					

Wheeling	Ohio	66	34	100
WISCONSIN				
Brookfield	Waukesha	66	38	104
Green Bay	Brown	59	34	93
Lake Geneva	Walworth			
(June 1-October 31)		85	38	123
(November 1-May 31)		66	38	104
Madison	Dane	60	38	98
Milwaukee	Milwaukee	72	42	114
Plymouth	City limits of Plymouth (see Sheboygan)	61	30	91
Racine	Racine	70	30	100
Sheboygan	Sheboygan (except Plymouth)	59	30	89
Sturgeon Bay	Door			
(July 1-September 15)		77	34	111
(September 16-June 30)		55	34	89
Wisconsin Dells	Columbia			
(June 1-September 15)		99	38	137
(September 16-May 31)		55	38	93
WYOMING				
Cody	Park	79	30	109
Jackson	Teton			
(June 1-September 30)		88	42	130
(October 1-May 31)		59	42	101

<sup>1</sup> Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

<sup>2</sup> Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

<sup>3</sup> When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

<sup>4</sup> Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in this appendix will be reviewed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Office of Governmentwide Policy, Attn: Travel and Transportation Management Policy Division (MTT), Washington, DC 20405. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Requests for rate adjustments shall include a city designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the location. Agencies should submit their requests to GSA no later than May 1 in order for a city to be included in the annual review.

<sup>5</sup> The standard CONUS rate of \$85 (\$55 for lodging and \$30 for M&IE) applies to all per diem localities in the State of North Dakota.

**Note:** Recognizing that all locations are incorporated cities, the term "city limits" has been used as a general phrase to denote the commonly recognized local boundaries of the location cited.

[FTR Amdt. 87, 64 FR 67671, Dec. 2, 1999; 65 FR 3392, Jan. 21, 2000; 65 FR 31824, May 19, 2000; 65 FR 37053, June 13, 2000]

APPENDIX B TO CHAPTER 301—ALLOCATION OF M&IE RATES TO BE USED IN  
MAKING DEDUCTIONS FROM THE M&IE ALLOWANCE

M&IE rates for localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the FEDERAL REGISTER by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas)) shall be allocated as shown in this table (§301-7.12(a)(2)(ii) of this chapter) when making deductions from nonforeign or foreign area per diem rates.

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1 .....	\$0	\$0	\$0	\$1
2 .....	0	0	1	1
3 .....	0	1	1	1
4 .....	1	1	1	1
5 .....	1	1	2	1
6 .....	1	2	2	1
7 .....	1	2	3	1
8 .....	1	2	3	2
9 .....	1	2	4	2
10 .....	2	2	4	2
11 .....	2	3	4	2
12 .....	2	3	5	2
13 .....	2	3	5	3
14 .....	2	4	5	3
15 .....	2	4	6	3
16 .....	2	4	7	3
17 .....	3	4	7	3
18 .....	3	5	7	3
19 .....	3	5	8	3
20 .....	3	5	8	4
21 .....	3	5	9	4
22 .....	3	6	9	4
23 .....	3	6	9	5
24 .....	4	6	9	5
25 .....	4	6	10	5
26 .....	4	7	10	5
27 .....	4	7	11	5
28 .....	4	7	11	6
29 .....	4	7	12	6
30 .....	5	7	12	6
31 .....	5	8	12	6
32 .....	5	8	13	6
33 .....	5	8	13	7
34 .....	5	9	13	7
35 .....	5	9	14	7
36 .....	5	9	15	7
37 .....	6	9	15	7
38 .....	6	10	15	7
39 .....	6	10	16	7
40 .....	6	10	16	8
41 .....	6	10	17	8
42 .....	6	11	17	8
43 .....	6	11	17	9
44 .....	7	11	17	9
45 .....	7	11	18	9
46 .....	7	12	18	9
47 .....	7	12	19	9
48 .....	7	12	19	10
49 .....	7	12	20	10
50 .....	8	12	20	10
51 .....	8	13	20	10
52 .....	8	13	21	10
53 .....	8	13	21	11
54 .....	8	14	21	11
55 .....	8	14	22	11

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
56 .....	8	14	23	11
57 .....	9	14	23	11
58 .....	9	15	23	11
59 .....	9	15	24	11
60 .....	9	15	24	12
61 .....	9	15	25	12
62 .....	9	16	25	12
63 .....	9	16	25	13
64 .....	10	16	25	13
65 .....	10	16	26	13
66 .....	10	17	26	13
67 .....	10	17	27	13
68 .....	10	17	27	14
69 .....	10	17	28	14
70 .....	11	17	28	14
71 .....	11	18	28	14
72 .....	11	18	29	14
73 .....	11	18	29	15
74 .....	11	19	29	15
75 .....	11	19	30	15
76 .....	11	19	31	15
77 .....	12	19	31	15
78 .....	12	20	31	15
79 .....	12	20	32	15
80 .....	12	20	32	16
81 .....	12	20	33	16
82 .....	12	21	33	16
83 .....	12	21	33	17
84 .....	13	21	33	17
85 .....	13	21	34	17
86 .....	13	22	34	17
87 .....	13	22	35	17
88 .....	13	22	35	18
89 .....	13	22	36	18
90 .....	14	22	36	18
91 .....	14	23	36	18
92 .....	14	23	37	18
93 .....	14	23	37	19
94 .....	14	24	37	19
95 .....	14	24	38	19
96 .....	14	24	39	19
97 .....	15	24	39	19
98 .....	15	25	39	19
99 .....	15	25	40	19
100 .....	15	25	40	20
101 .....	15	25	41	20
102 .....	15	26	41	20
103 .....	15	26	41	21
104 .....	16	26	41	21
105 .....	16	26	42	21
106 .....	16	27	42	21
107 .....	16	27	43	21
108 .....	16	27	43	22
109 .....	16	27	44	22
110 .....	17	27	44	22
111 .....	17	28	44	22
112 .....	17	28	45	22
113 .....	17	28	45	23
114 .....	17	29	45	23
115 .....	17	29	46	23
116 .....	17	29	47	23
117 .....	18	29	47	23
118 .....	18	30	47	23
119 .....	18	30	48	23
120 .....	18	30	48	24
121 .....	18	30	49	24
122 .....	18	31	49	24
123 .....	18	31	49	25
124 .....	19	31	49	25

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M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
125 .....	19	31	50	25	199 .....	30	50	80	39
126 .....	19	32	50	25	200 .....	30	50	80	40
127 .....	19	32	51	25	201 .....	30	50	81	40
128 .....	19	32	51	26	202 .....	30	51	81	40
129 .....	19	32	52	26	203 .....	30	51	81	41
130 .....	20	32	52	26	204 .....	31	51	81	41
131 .....	20	33	52	26	205 .....	31	51	82	41
132 .....	20	33	53	26	206 .....	31	52	82	41
133 .....	20	33	53	27	207 .....	31	52	83	41
134 .....	20	34	53	27	208 .....	31	52	83	42
135 .....	20	34	54	27	209 .....	31	52	84	42
136 .....	20	34	55	27	210 .....	32	52	84	42
137 .....	21	34	55	27	211 .....	32	53	84	42
138 .....	21	35	55	27	212 .....	32	53	85	42
139 .....	21	35	56	27	213 .....	32	53	85	43
140 .....	21	35	56	28	214 .....	32	54	85	43
141 .....	21	35	57	28	215 .....	32	54	86	43
142 .....	21	36	57	28	216 .....	32	54	87	43
143 .....	21	36	57	29	217 .....	33	54	87	43
144 .....	22	36	57	29	218 .....	33	55	87	43
145 .....	22	36	58	29	219 .....	33	55	88	43
146 .....	22	37	58	29	220 .....	33	55	88	44
147 .....	22	37	59	29	221 .....	33	55	89	44
148 .....	22	37	59	30	222 .....	33	56	89	44
149 .....	22	37	60	30	223 .....	33	56	89	45
150 .....	23	37	60	30	224 .....	34	56	89	45
151 .....	23	38	60	30	225 .....	34	56	90	45
152 .....	23	38	61	30	226 .....	34	57	90	45
153 .....	23	38	61	31	227 .....	34	57	91	45
154 .....	23	39	61	31	228 .....	34	57	91	46
155 .....	23	39	62	31	229 .....	34	57	92	46
156 .....	23	39	63	31	230 .....	35	57	92	46
157 .....	24	39	63	31	231 .....	35	58	92	46
158 .....	24	40	63	31	232 .....	35	58	93	46
159 .....	24	40	64	31	233 .....	35	58	93	47
160 .....	24	40	64	32	234 .....	35	59	93	47
161 .....	24	40	65	32	235 .....	35	59	94	47
162 .....	24	41	65	32	236 .....	35	59	95	47
163 .....	24	41	65	33	237 .....	36	59	95	47
164 .....	25	41	65	33	238 .....	36	60	95	47
165 .....	25	41	66	33	239 .....	36	60	96	47
166 .....	25	42	66	33	240 .....	36	60	96	48
167 .....	25	42	67	33	241 .....	36	60	97	48
168 .....	25	42	67	34	242 .....	36	61	97	48
169 .....	25	42	68	34	243 .....	36	61	97	49
170 .....	26	42	68	34	244 .....	37	61	97	49
171 .....	26	43	68	34	245 .....	37	61	98	49
172 .....	26	43	69	34	246 .....	37	62	98	49
173 .....	26	43	69	35	247 .....	37	62	99	49
174 .....	26	44	69	35	248 .....	37	62	99	50
175 .....	26	44	70	35	249 .....	37	62	100	50
176 .....	26	44	71	35	250 .....	38	62	100	50
177 .....	27	44	71	35	251 .....	38	63	100	50
178 .....	27	45	71	35	252 .....	38	63	101	50
179 .....	27	45	72	35	253 .....	38	63	101	51
180 .....	27	45	72	36	254 .....	38	64	101	51
181 .....	27	45	73	36	255 .....	38	64	102	51
182 .....	27	46	73	36	256 .....	38	64	103	51
183 .....	27	46	73	37	257 .....	39	64	103	51
184 .....	28	46	73	37	258 .....	39	65	103	51
185 .....	28	46	74	37	259 .....	39	65	104	51
186 .....	28	47	74	37	260 .....	39	65	104	52
187 .....	28	47	75	37	261 .....	39	65	105	52
188 .....	28	47	75	38	262 .....	39	66	105	52
189 .....	28	47	76	38	263 .....	39	66	105	53
190 .....	29	47	76	38	264 .....	40	66	105	53
191 .....	29	48	76	38	265 .....	40	66	106	53
192 .....	29	48	77	38					
193 .....	29	48	77	39					
194 .....	29	49	77	39					
195 .....	29	49	78	39					
196 .....	29	49	79	39					
197 .....	30	49	79	39					
198 .....	30	50	79	39					

For M&IE rates greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.

[FTR Amdt. 10, 55 FR 41535, Oct. 12, 1990]

## APPENDIX C TO CHAPTER 301—STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL [TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Site visit Information meeting Training attendance Speech or presentation Conference attendance Relocation Entitlement travel Start Date, End Date CONUS/Domestic OCONUS/Domestic Foreign Annual, Sick, Other City, State, Zip State, Zip, City EFT Treasury Check Imprest Fund Street Address, City, State, Zip	Same as change of official station. Month, Day, Year according to agency guidelines. Travel within continental United States. Travel outside the continental United States. Travel to other countries. Identifies leave type as the reason for an interruption of per diem entitlement. Either the corporate limits of city/town or the reservation, station, established area where stationed. The geographical location where employee resides, if different from official duty station. Direct deposit via electronic funds transfer.
Travel Period		
Travel Type		
Leave Indicator		
Official Duty Station		
Residence		
Payment Method		
Mailing Address		The location designated by the traveler based on agency guidelines.

## STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL

[Commercial Transportation Information]

Group name	Data elements	Description
Transportation Payment Method Indicator	GTR Central Billing Account Government Charge Card Cash Payment ID Number Air (Premium Class) Air (Non-premium Class) Non-contract Air, Train, Other POV, Car rental, Taxi, Other	Method employee used to purchase transportation tickets. U. S. Government Transportation Request. A Contractor centrally billed account. In accordance with and as provided by agency guidelines. A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. credit card number. Common carrier used as transportation to TDY location. Identifies local transportation used while on TDY.
Transportation Payment Identification Number		
Transportation Method Indicator		
Local Transportation Indicator		

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TRAVEL EXPENSE INFORMATION [Standard Data Elements for Federal Travel]		
Group name	Data elements	Description
Per Diem .....	Total Number of Days .....	The number of days traveler claims to be on per diem status, for each official travel location.
Travel Advance .....	Total Amount Claimed .....	The amount of money traveler claims as per diem expense.
Subsistence .....	Lodging, Meals & Incidentals .....	The amount of travel advance outstanding, when the employee files the travel claim.
	Advance Outstanding .....	The amount of the travel advance that remains outstanding.
	Remaining Balance .....	Total number of days the employee charged actual subsistence expenses.
	Actual Days .....	The number of days must be expressed as a whole number.
	Total Actual Amount .....	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost .....	Air (Premium Class) .....	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-premium class) .....	Bus or other form of transportation.
	Train .....	Total number of miles driven in POV.
Local Transportation .....	POV mileage .....	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
	POV mileage expense .....	The difference between the amount authorized to spend versus the amount claimed.
Constructive cost .....	Car rental, Taxis, Other .....	An amount of money previously denied as reimbursement for which additional justification is now provided.
Reclaim .....	Constructive cost .....	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.
Total Claim .....	Reclaim amount .....	
	Total claim .....	

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL [Accounting & Certification]		
Group name	Data elements	Description
Accounting Classification .....	Accounting Code .....	Agency accounting code.
Non-Federal Source Indicator .....	Per Diem, Subsistence, Transportation .....	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method .....	Check, EFT, Payment "in-kind" .....	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields .....	Claimant Signature .....	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date .....	Date traveler signed "fraudulent claim/responsibility" statement.
	Claimant Signature .....	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date .....	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature .....	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date .....	Date Approving Officer approved and signed the travel claim.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued  
[Accounting & Certification]

Group name	Data elements		Description
	Certifying Officer Signature .....	Date .....	

**Note to Appendix C:** Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

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### APPENDIX D TO CHAPTER 301—GLOSSARY OF ACRONYMS

ATM: Automated Teller Machine  
CFR: Code of Federal Regulations  
CMTR: Combined Marginal Tax Rate  
CONUS: Continental United States  
CSRS: Civil Service Retirement System  
DOD: Department of Defense  
DOJ: Department of Justice  
DSSR: Department of State Standardized Regulations  
EFT: Electronic Funds Transfer  
FAM: Foreign Affairs Manual  
FEMA: Federal Emergency Management Agency  
FERS: Federal Employees Retirement System  
FHA: Federal Housing Administration  
FOB: Free On Board  
FTR: Federal Travel Regulation  
FTS: Federal Telecommunications System  
GAO: General Accounting Office  
GBL: Government Bill of Lading  
GEBAT: Government Excess Baggage Authorization Ticket  
GOCO: Government Owned Contractor Operated  
GPO: Government Printing Office  
GSA: General Services Administration  
GTR: Government Transportation Request  
ID: Identification  
IDL: International Date Line  
IRC: Internal Revenue Code  
IRS: Internal Revenue Service  
JFTR: Joint Federal Travel Regulations  
JTR: Joint Travel Regulation  
M&IE: Meals and Incidental Expenses  
M&O: Management and Operating  
MOU: Memorandum of Understanding  
MTR: Marginal Tax Rate  
NIST: National Institute of Standards and Technology  
OCONUS: Outside the Continental United States  
OGE: Office of Government Ethics  
OMB: Office of Management and Budget  
PCS: Permanent Change of Station  
PDS: Permanent Duty Station  
PIN: Personal Identification Number  
POV: Privately Owned Vehicle  
PTA: Prepaid Ticket Advice  
PDTATAC: Per Diem, Travel and Transportation Allowance Committee  
Q&A: Question and Answer  
RIT: Relocation Income Tax  
SES: Senior Executive Service  
SSN: Social Security Number  
TCS: Temporary Change of Station  
TDY: Temporary Duty  
TMC: Travel Management Center  
TMS: Travel Management Services/System  
TQSE: Temporary Quarters Subsistence Expenses  
U.S.C.: United States Code  
VA: Department of Veterans Affairs  
WAE: When Actually Employed

WTA: Withholding Tax Allowance

[63 FR 15983, Apr. 1, 1998; 63 FR 35538, 35539, June 30, 1998]

### APPENDIX E TO CHAPTER 301—SUG- GESTED GUIDANCE FOR CONFERENCE PLANNING

#### TERMS

Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404.

Conference lodging allowance: The rate that is up to 25 percent above the established lodging per diem rate.

Milestone schedule: Deadlines, which need to be reached in a progressive and orderly manner.

Planner: The person designated to oversee the conference.

Planning committee: Operational group significantly contributing to a conference's overall success and able to fully reflect the needs of both the agency and the attendees.

#### GETTING STARTED

Depending on the size, type, and intended effect of the conference, start planning a minimum of one year in advance. Designate a planner and a planning committee.

#### *Planning Committee*

Functions typically include, but are not limited to:

- Establishing a set of objectives.
- Developing a theme.
- Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker.
- Making suggestions as to who should attend.
- Serving as communications link between planners and participants.
- Evaluation and follow-up.

#### *Milestone Schedule*

(a) Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

- Planning committee meetings.
- Preparation of mailing lists.
- Letters of invitation.
- Designation of speakers.
- Confirmation letters to speakers.
- Confirmation with site selection official.
- Preparation of agenda.
- Preparation of specification sheet.
- Location and date selection.
- Exhibits.
- Budget.
- Printing requirements.



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- Signage.
  - Conference information packages.
  - Scheduling photographer (if planned).
  - Use of agency seal and conference logo.
  - Handicapped requirements.
  - Planning of meals and refreshments, if appropriate.
- (b) Establish completion dates for each major step.
- (c) Update and revise the schedule as needed.

### *Specification Sheet*

A detailed specification sheet is necessary to:

- (a) Identify essential elements of a conference which typically include, but are not limited to:

- Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—you if the sleeping room and meal guarantees are not met.
- Meeting rooms.
- Exhibit facilities.
- Audio-visual equipment and support services.
- Miscellaneous support services.
- Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail.

- (b) Determine costs:

- *Procurement.* All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility. Bring contracting officer into the process early.
- *Government per diem rates.* The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.
- *Registration fee.* Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

### *Budgeting*

Decide how the conference expenses (other than sleeping room accommodations and individual meals) will be paid, i.e., by the attendee from a training or registration fee, or directly by the agency.

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### CONFERENCE SITE SELECTION

Minimize total costs, all factors considered.

#### *Geographic Location*

In determining where to locate the conference, consider:

- Targeted audience.
- Total costs, including per diem, transportation, and other.
- Accessibility by car or air.
- Whether recreational activities are necessary.
- The expense of desired facility (significant savings can be achieved in off-season periods).

#### *Types of Facilities*

- *Federal Government.* Use Government-owned or Government-provided conference facilities to the maximum extent possible.
- *Convention centers.* Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.
- *Colleges and universities.* Many have good meeting facilities and can offer sleeping accommodations when school is not in session.
- *Hotels.* Commercial facilities that may be used to meet all conference needs or just the room night needs.
- *Conference centers.* Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.

#### *Date Selection*

For availability and economical reasons, the best months are April, May, September, October, and November. You should book the facility as early as possible to increase the chances of getting the date you want. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

#### *Considerations When Choosing a Site*

- (a) Is the facility:
- Cost effective, e.g., are Government rates honored?
  - Safe, e.g., FEMA-approved?
  - Is there on-site security personnel?
  - Easily reached from an airport or by car?
  - Clean?
  - Well run, e.g., does the staff seem to be competent and responsive?
  - Laid out in a functional way?
  - Large enough to supply the number of sleeping rooms required?
  - Set up to provide necessary conference registration equipment?
  - Handicapped accessible?
- (b) Parking:
- Is it adequate?
  - How close to the facility is it?
  - Is it secure and safe?

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- Is the cost separate?
- (c) Sleeping rooms:
  - Will the facility make the reservations, or are you responsible for making the reservations for participants?
  - What are the facility's registration rules?
  - What are departure rules?
- (d) Functionality of meeting rooms:
  - Is appropriate space available?
  - What costs are involved?
  - Is needed equipment available (i.e., for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring your own.
  - Are rooms designated for agency use for the duration of the conference?
  - Are there columns that can block views?
  - Are ceilings high enough for audio-video equipment?
  - Are rooms suitable for both classroom and/or theatre setups?
  - Are there windows? Shades?
  - Are there manually-controlled thermostats?
  - Are rooms handicapped accessible?
  - Where are electrical outlets?
  - Can the rooms be darkened?
  - Would it be more economical to bring audio-visual equipment?
  - Does the facility want meeting schedules and room layouts in writing in advance of the conference?
  - If necessary, can the rooms be entered the evening before for an early setup?
  - Will the facility arrange for room setup if given a layout?
  - What set-up costs are included?
  - What are departure rules?
- (e) Exhibits:
  - If exhibits are planned, is suitable exhibit space available?
  - Are easels available at no cost?
  - What are the put-up and takedown times?
  - What costs are involved?
  - What about pre-delivery and after-conference arrangements?
  - If exhibits are shipped, know where and to whom they are to be sent.
  - If you are bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.
  - Are there additional handling fees?
  - Check hotel policy on posting, size and appearance of signs.

### FOOD AND DRINK

#### *Meals*

- You can not generally use appropriated funds to pay for meals for employees at their official duty stations.
- Employees on TDY travel may be served meals but cannot be reimbursed for those provided at Government expense.

- You should clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- You may pay, or reimburse an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 U.S.C. 4104(4)), if a determination has been made that essential training will be conducted during the meal.
- Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- Clarify and agree in advance to the number of meal guarantees.
- Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- Confirm menus.

### BREAKS AND REFRESHMENTS

- Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:
- Keep in mind that everyone does not drink coffee or tea.
  - You should clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
  - Try to avoid a per person charge.
  - Negotiate the cost into the contract.
  - Be conservative in your estimates. There are seldom 100 percent of the conference participants attending any one function.
  - If coffee, soft drinks, and water are not included in the fee, are they available "at cost" to the attendee?

### ACCOUNT RECONCILIATION

It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel will complete its accounting of the conference within two weeks of the conclusion.

### NOTIFICATION

#### *Announcement and/or Invitations*

- Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include, but are not limited to:
- Point of contact name and telephone number.
  - Registration form, card, or Internet address (include space for identifying handicapped requirements).
  - Registration instructions.
  - Registration deadline date.
  - Detailed area map and driving instructions.

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- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

### *Confirmations*

You should:

- Decide on the speaker(s) and the message you wish to be conveyed and obtain early commitment(s) in writing.
- Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- Conduct a final planning committee meeting to confirm all plans.
- Confirm photographer's schedule.
- Confirm hotel plans at least one day in advance.

### FACILITY PROCESS

#### *Check-In and -Out*

Streamline the process:

- Will the facility need additional personnel?
- Is electronic one-stop processing available?
- Is luggage storage and shuttle service available?
- Arrange parking for any special guests.
- Provide signage.

### REGISTRATION PROCESS

Registration is generally the attendees' introduction to the conference. Give it special attention by:

- Using directional signs.
- Placing especially attractive or important exhibits nearby.
- Planning for late arrivals.
- Using state-of-the-art processing.
- Checking out the registration capabilities of using GSA's electronic SmartPay System.
- Providing for handicapped attendees.

### CONFERENCE INFORMATION PACKAGE

Each registrant should be given a conference information package. Used regularly during the conference, the conference infor-

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mation package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, you may want to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program will be widely used, so you may want to print twice as many copies of the program as you have expected attendees. The information package, for example, may contain:

- A list of everything in the package.
- A "welcome" letter.
- A schedule.
- Workshop agendas.
- Discussion of exhibits.
- Panelists' information.
- Photos and biographies of speakers/special guests.
- Facility layout and list of services available.
- Identify designated smoking areas.
- Special events.
- Message center information.
- Area map.
- Other pertinent material.

NOTE: Use of agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

### MISCELLANEOUS

#### *Suggested Room Coordination*

Plan ahead to setup:

- Staff room to handle core of activities;
- Meal functions;
- Exhibit rooms, and
- Meeting rooms—

Theatre or auditorium for lectures; Facing speaker when note taking is important; Square or U-shaped style for discussion/interaction; and Banquet or roundtable for discussion.

#### *Keeping in Touch*

Plan for:

- A message center to be set up in a central location for special announcements and telephone messages.
- How to reach whomever at all times—use beepers and walkie-talkies.
- Clear identification of conference staff.
- Accommodation of physically impaired attendees with sign language or other special needs.

#### *Mementos*

Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

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### RESOURCES

The following resources may be of assistance in planning a conference:

- An agency contracting officer;
- Travel Management Centers;
- Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact your agency's administrative or financial office);
- State Chambers of Commerce or Visitors Bureaus;
- Local chapters of the Society of Government Meeting Professionals; and
- Private industry conference planners.

### CONCLUSION

#### *Process:*

- Questionnaires, which may provide invaluable feedback about the success of your conference.
- Training certificates.
- Thank you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
- Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

NOTE TO APPENDIX E: Use of pronouns “we”, “you”, and their variants throughout this appendix refers to the agency.

[FTR Amdt. 89, 65 FR 1329, Jan. 10, 2000]